

# JEN DUVALL



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JEN-DUVALL.COM

## PROFESSIONAL PROFILE

After 8 successful years in government contracting, I am embarking on a career change into web development/design as well as a move to the Charlotte, NC area. My work history has provided me with strong business skills, such as organization, attention to detail, and the ability to work well individually, as part of a team, or in a leadership role. Please check out my portfolio at [www.jen-duvall.com](http://www.jen-duvall.com) for more information about my web development education, examples of recent work, and skills.

## EXPERIENCE

### Manager of Contracts & Operational Finance

*Novetta, Inc. / Columbia, MD / 2011 – 2015*

- Handled all contracts and operational finance for the CSD division.
- Provided weekly update reports for Senior Leadership.
- Managed contract transition during and after acquisition of White Cliffs Consulting, LLC by Novetta, Inc.

### Senior Contracts Administrator

*White Cliffs Consulting, LLC / Columbia, MD / 2011 – 2015*

- Responsible for all contracts and proposal activity
- Active as a Program Lead by participating in meetings with prime contractors, working on staffing strategies, and providing other Program Leads with contractual information and updates.

### Contracts Administrator

*SRA, International/ Columbia, MD/ 2009 -2011*

- Secured largest prime proposal win for the Intelligence division as the Contracts Administrator.
- Assisted in facilitating the name changes of all active contracts due to the acquisition of RABA Technologies by SRA, International.
- Created a new hire procedure booklet to help definitize policies and procedures.

### Pricing Specialist

*LGS, Innovations, LLC/ Columbia, MD / 2008 – 2009*

- Responsible for providing compliant and accurate cost and pricing data for government proposals.
- Prepared documents in response to RFPs in compliance with CAS, FAR and DFAR requirements and to meet the customers' specific needs.
- Experience working with many different contract types (T&M, FFP, CP, etc.).
- Worked closely with proposal team, contract management, and sales teams on pricing strategy.
- Maintained all files and backup documentation according to DCAA audit policies.

## EDUCATION

### Bachelors of

### Arts/PSYCHOLOGY

University of North Carolina

At Wilmington

2001-2003

### Full Stack Web Development Bootcamp

CareerFoundry

2015

## SKILLS

### >>PROFESSIONAL

Contract Negotiation

Price Negotiation

Proposal Preparation and  
Submission

Managed contractual  
requirements according to  
FAR and DFAR

Maintained all contractual  
files

Maintained compliance  
while staying mission-  
focused

Extremely well-organized

Keen attention-to-detail

Excellent communication  
skills

# JEN DUVAL

## EXPERIENCE (CONTINUED)

### Junior Buyer

*SRA, International/ Columbia, MD / 2007 - 2008*

- Responsible for processing purchase requisitions and pricing efforts, maintaining open communication with all internal customers, and working with vendors to provide the best price and/or value for all SRA purchases.
- Acted as procurement point-of-contact for Columbia, MD employees.
- Informed requestors of SRA policies and procedures, and assist first-time requestors with forms.

### Purchasing Agent

*RABA Technologies, LLC, a wholly-owned subsidiary of SRA International, LLC / Columbia, MD / 2006 - 2007*

- Responsible for processing purchase requisitions from request to receipt.
- Built procurement requisition file, acquired signature approvals, negotiated pricing, and placed orders.
- Maintained open communication with requestors throughout the process.
- Also responsible for receiving items, notifying recipients, and tagging/tracking assets.
- Developed and maintained databases for purchase information and asset management.
- Prepared and executed government funded equipment audit, which was completed with 100% accuracy.

## REFERENCES



**GEOFF EVASON**

**CareerFoundry Mentor**

[geoff@evason.name](mailto:geoff@evason.name)



**JOHN PURDON**

**Contracts Manager**

[John\\_Purdon@sra.com](mailto:John_Purdon@sra.com)



**DOMINIC HUNTER**

**Chief Financial Officer**

[dhunter@cyberpointllc.com](mailto:dhunter@cyberpointllc.com)



**ATHENA STARRY**

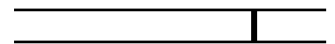
**Director of  
Contracts & Finance**

[astarry@novetta.com](mailto:astarry@novetta.com)

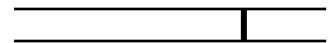
## SKILLS

### >>TECHNICAL

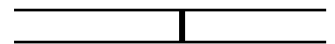
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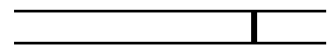
Javascript



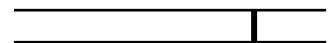
Ruby on Rails



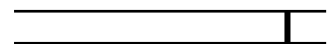
Adobe Creative Suite



Microsoft Office Suite



DelteK CostPoint



GovWin



## EXTRA

>> CLEARANCE -  
TS/SCI WITH FULL  
SCOPE POLYGRAPH